

Report for Week Ending 18 April 1956
from
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

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Microfilming of Vital Materials in [REDACTED] began this week. This project is approximately 20% complete.

Microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 20% complete.

General Information

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Mr. [REDACTED] of DD/P accompanied last weeks trip to the repository to make a deposit and to work on previously deposited materials.

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Mr. [REDACTED] of ORR/Project Control Staff also accompanied last weeks trip to the repository to index the Estimates File.

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Miss [REDACTED] of the Office of Comptroller was contacted regarding the necessity for returning to her, Vital Materials intended for destruction. It was pointed out that facilities are available at the repository for destroying material in accordance with Security standards. She said that Mr. [REDACTED] had only recently stated that all Comptroller materials, with the exception of IBM cards must be returned for destruction.

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A meeting was held with Mr. [REDACTED] of OCR/IR to discuss the IBM Machine requirements for maintenance and use of IR VM deposits. A similar meeting was held with Mr. [REDACTED] of MRD Office of the Comptroller to discuss the records of Office of Personnel, Office of Logistics and the Office of the Comptroller.

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Mr. [REDACTED] began the Effective Writing Course on 12 April. The course requires 10 weeks for completion.

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[REDACTED]

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A staff study concerning a VM program has been reviewed and discussed with the writer, Mr. [REDACTED]. Written comments will be prepared and forwarded.

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[REDACTED]